

PROPOSAL
CITY OF NORTHAMPTON
COMMUNITY DEVELOPMENT BLOCK GRANT
23rd YEAR (JULY 1, 2006 - JUNE 30, 2007)

APPLICANT ORGANIZATION: The entity empowered to execute the contract.

Applicant Organization: _____
Address: _____
Contact Person: _____ Telephone: _____
Federal Tax Identification Number: _____

APPLICANT UNIT OR DIVISION: A component of the Applicant that is functionally
separate and will actually be carrying out the activity.

Applicant Unit / Organization: _____
Address: _____
Contact Person: _____ Telephone: _____
E Mail: _____

1. PROJECT TITLE:
2. PROJECT DESCRIPTION: (1 or 2 concise sentences. See instructions)
3. YEAR 23 CDBG REQUEST: \$
4. PROJECT PURPOSE: (What problem will your project address, and how will it solve or mitigate the problem?)
5. PROJECT LOCATION:
 1. Street(s):
 2. Census Tract(s):
 3. Check here if City-wide: []

Please quantify the proposed accomplishments of this project:

4. Housing: number of units, unit type, bedroom size, etc.
 5. Public Service: number of persons expected to benefit, type of target group (youth, elderly, large family, homeless, etc.)
 6. Other: number of jobs to be created, public facility or business benefit.
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6. TIME FRAME: Indicate expected activity starting and ending dates for physical improvement projects, and the calendar duration and hours of operation for public service activities:
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7. PRIMARY OBJECTIVE: The Primary Objective of CDBG is to benefit persons/ households of low and/or moderate income.
 1. Will the proposed activity meet the Primary Objective?
☐ Yes ☐ No, this is a slums/blight activity
☐ No, this is an urgent community development need
 2. If yes:
 1. Describe how your proposed activity meets the primary objective.
 2. Describe in detail how you will document that the beneficiaries are low and/or moderate income.

8. ADMINISTRATION

How do you intend to implement this activity?

Existing staff ☐ ☐

New employees ☐ ☐

Subcontracts ☐ ☐

Please quantify:

9. FINANCIAL

1. Total Program / Operating budget for Current Fiscal Year: \$ _____

2. Does the proposed project require financial support from other source(s)?
☐ Yes ☐ No

If yes, list the source(s) and level of commitment:

Other federal funds _____

State funds _____

Private funds _____

Other funds _____

3. Do any funding sources listed above require a city financed "match" as a condition of award? ☐ Yes ☐ No

If yes, what is the match requirement: \$

4. Will the beneficiaries of the proposed project incur any costs as a condition of use or participation? ☐ Yes ☐ No

If yes, explain nature and amount:

5. Is the applicant or affiliate, subsidiary or parent organization thereof in arrears to the City of Northampton or the Commonwealth of Massachusetts for taxes of any kind?

☐ Yes ☐ No

6. Do you have a corporate seal? ☐ Yes ☐ No

INSTRUCTIONS FOR BUDGET A AND B

BUDGET A

Complete Budget A if you are requesting that Applicant staff and overhead costs directly related to carrying out the proposed activity be considered as eligible project costs. City department staff and overhead costs are ineligible for consideration.

Budget A shall reflect the Applicant's total budget. If the activity proposed to be carried out has been separately identified and reported on at the program level in audited Applicant financial statements, Budget A may be completed at the Applicant level.

It is not necessary to separately list each employee of the Applicant and their respective salary on Page 2 of Budget A if the information is not germane to the Applicant's proposal and would require additional sheets. In such instances, positions may be functionally grouped showing the total number of positions in each group and the respective salary expense. Positions, or portions thereof, specifically relating to the proposed project must always be listed separately. The totals on Page 2 must equal the salary line item amount on Page 1.

BUDGET B

Budget B is for anticipated third party project costs necessary to carry out the proposed activity.

BUDGET A

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICANT / PROGRAM BUDGET**

ACTIVITY TITLE:

	CURRENT BUDGET		PROPOSED BUDGET Year 23	
	Total Budget	CDBG Allocations	Total Budget	CDBG Allocations
101 Salaries				
102 Fringes				
103 Equipment				
104 Equip. Rental				
105 Supplies				
106 Telephone				
107 Advertising				
108 Postage				
109 Insurance				
110 Space				
111 Utilities				
112 Dues/Subscriptions				
113 Legal Consultants				
114 Accounting Costs				
115 Other Consultants				
116 Printing				
117 Contract Services				
118 Grand Total				

BUDGET A

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICANT / PROGRAM BUDGET

ACTIVITY TITLE:

101 Salaries: Identify Full Time (FT) and Part Time (PT) Positions

	CURRENT BUDGET		PROPOSED BUDGET Year 23	
Title of Position Indicate FT / PT	Current Salary	CDBG Portion	Proposed Salary	CDBG Portion

Total

102 Fringes	Current Fringes	CDBG Portion	Proposed Fringes	CDBG Portion
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F.I.C.A.

Medical Insurance

Life Insurance

Other (Specify)

Total

BUDGET B

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICANT / PROGRAM BUDGET

ACTIVITY TITLE:

Estimated Total
Project Cost

Proposed
CDBG Year 23
Contribution

1. Property Acquisition:

2. Architect/Engineering:

3. Clearance:

4. Construction:

5. Materials:

6. Relocation:

7. Site Work:

8. Other:

9. Grand Total:

BUDGET B

10. Explain the basis for the estimated costs:
11. Indicate source(s) and degree of commitment of non-CDBG funds, if applicable:
12. Is this a currently uncompleted CDBG activity?
- ☐ Yes ☐ No

If yes, indicate when and how much CDBG funding was previously allocated and the status of this activity: